

DEPARTMENTAL PURCHASING AGENT I

Positions in this class procure goods and services for a small agency or institution, or provide procurement services for a limited organizational segment or group of commodities within a large State agency or university. Work involves: the review of authorized requisitions; determination of appropriate acquisition procedure (order against existing State contract, quote, bid, forward to State Purchase and Contract) based on nature of requisitioned item(s) and dollar amounts as authorized by State law; preparation of purchase orders; and coordinating the execution of purchase agreements.

I. DIFFICULTY OF WORK

Complexity of Work - Work is limited in complexity. Major involvement is with general supplies and equipment; limited involvement with specialty or highly technical items. Work process and procedures do not vary significantly.

Nature of Guidelines - Work performed within limits established in the general statutes, policies and procedures established by N. C. State Purchase and Contract, and internal policies set by management and/or supervisor.

II. RESPONSIBILITY

Impact of Work - Direct contribution to efficiency of agency or institution operations through the procurement of goods and services in a timely manner; indirect impact on quality of operations.

Work Controls and Supervision Received - Work is controlled and supervised by business manager in small agency or institution, or by Purchasing officer in larger operations. Problems concerning procedural, technical, or policy issues are referred to supervisor.

Responsibility for Others - Work may involve supervision of clerical or warehousing personnel.

III. PERSONAL RELATIONSHIPS

Frequent contact with program managers, vendors, and State Purchasing Contracts. Contacts primarily for the purpose of receiving and conveying information clarifying specifications of goods or services to be purchased, information clarifying terms of purchase agreements, or communications with vendors concerning problems in the shipment, transport, or receipt of goods.

IV. JOB REQUIREMENTS

Knowledges, Skills, and Abilities - General knowledge of the economics and methods of transportation and purchasing. Ability to: acquire a knowledge of various grades and qualities of materials; to apply and interpret establish rules and regulations; to maintain or supervise the maintenance of records of some complexity, and to prepare reports or tabulations from these records; and to establish and maintain effective working relationships with departmental personnel and manufacturers' representatives.

Minimum Education and Experience - Graduation from a four-year college or university and six months' experience in large scale purchasing; or high school graduation and five years experience in a related field; or an equivalent combination of education and experience.

Minimum Education and Experience for Trainee Appointment - Graduation from a four-year college or university; or high school graduation and four years of experience in a related field; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.